

JOB ANNOUNCEMENT

Berrien County Trial Court – Family Division
St. Joseph, MI

Attorney Referee: Full-time position available in Berrien County, Michigan

Salary: \$62,874 - \$84,258

Required: Graduation from ABA accredited law school; admission to practice law in the State of Michigan and in good standing with the State Bar. A minimum of five years of paid, fulltime trial court experience in the practice of law or three years of prior experience as an Attorney Referee. ***A legal written sample must accompany application for this position.*** Must complete training courses offered by the Michigan Judicial Institute and as required by judge(s) and/or court administrator.

Desired: Knowledge of criminal, civil, juvenile and family law, statutes, court rules, case law, local ordinances, State of Michigan Motor Vehicle Code, courtroom operations and proceedings, including ability to conduct specific hearings. Familiarity with agencies within Berrien County that serve court clients. Ability to maintain records and reports; conduct legal research; prepare succinct opinions for the judges; provide in-service training for non-attorney referees and other staff. Knowledge of personal computers and ability to use word processing and spreadsheet software. The ideal candidate will be fair, impartial and sensitive to the needs of the diverse population the court serves; works well under pressure with demonstrated time-management and problem-solving skills; be detailed oriented; foster cooperation; possess excelling interpersonal skills.

Special Employment Conditions: Must submit to fingerprints and may be subjected to criminal record check, drug testing, ethics screening, and screening for any conduct prejudicial to the administration of justice. Possess a valid vehicle operator's license; pass a pre-employment physical. Must have appropriate speech, dress and a high level of personal and professional conduct for work in a court setting. In-service training must be completed for continued employment. Required to maintain regular, reliable and predictable attendance. Subject to random drug and alcohol testing per court policy.

Duties: Conducts hearings relating to civil infractions and misdemeanors, preliminary adjudication, dispositional and progress hearings, termination of parental rights, Juvenile Court hearings, temporary orders in divorce cases; swears in and examines witnesses, hears arguments, decides motions and objections, reconciles conflicting testimony, makes findings of fact, draws conclusions of the law, renders decisions and drafts orders. Makes recommendations on appropriate dispositions to the judge(s). Stays current on legislation and laws. Conducts complex legal research for judges and keeps abreast of case law and legal issues affecting the court; prepares legal memorandum. Maintains close relationships with all of the court divisions, judges, probation officers, police agencies, social service agencies, schools, and others in the community. Provides after-hours, weekend and holiday coverage to assist police agencies, Friend of the Court, Juvenile Center, Prosecuting Attorney's Office, and the Department of Health and Human Services. Operates video and audio equipment for the recording of all court hearings; maintains a complete and accurate monthly record of all hearings, hearing hours and other required documentation. Processes and reviews all petitions presented to the Juvenile Center for legal sufficiency and conducts appropriate hearings; consults as to the status of youth petitioned to the Juvenile/Probate court; conducts hearings relating to temporary orders in divorce cases, contested evidentiary hearings and other matters affecting property or children in Domestic Relations cases. Serves as legal counsel to the Friend of the Court director and staff. Receives and reviews reports and petitions from the Department of Health and Human Services, Michigan State Police, County Sheriff's Department, and municipal police departments received from the Prosecuting Attorney's Office. Exercises discretion in matters involving the apprehension and detention of minors pending formal court action. Other duties as assigned. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

BERRIEN COUNTY, MICHIGAN – A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer